

HOW TO APPLY

Submit a current and complete State of Florida Employment Application to the People First Service Center online at <https://peoplefirst.myflorida.com/logon.htm>.

Court Program Specialist I (Case Manager for Mortgage Foreclosure Program)

OPS, Part-Time Position (20 hours a week)

Hourly Rate: \$14.58

Position Number: 22092432

Class Code: 7152

GENERAL DESCRIPTION

The essential function of the position within the organization is to assist in the administration of the Residential Mortgage Foreclosure Program. The position is responsible for managing over 2000 pending mortgage foreclosure cases in various stages of litigation. A primary component of the job is a rigorous legal review of files prior to scheduled final hearings. The position also requires research and excellent writing skills, as the worker often prepares written documents to be reviewed by the Judge.

Education and Training Guidelines:

Education:

Bachelor's degree in public or business administration, criminal justice, psychology, sociology, pre-law or a closely social science related field . Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.

Experience:

Two years of professional administrative related experience. Mater's degree may substitute for one year of required experience. Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience.

Licenses, Certifications, and Registrations Required:

None. Membership in Florida Bar is preferred but not required.

Examples of Work Performed

(Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

- Provides assistance to judges in the management of caseloads, maintaining a database for open cases; monitors open cases and advises the judge of cases needing attention.

- Reviews foreclosures cases at point of entry into the court system and continues to monitor cases through final disposition, observing strict confidentiality.

-Attends mortgage foreclosure hearings to provide information to the judge, as well as composing and preparing appropriate orders based on rulings.
-Reviews and compiles information for judges on pertinent issues and continues to update written policies and case procedures; provides case status reports to judge either at hearings or through periodic reports.
- Reviews files for legally significant issues, to help fully advise the Judge prior to scheduled final hearings.
-Assists with the scheduling of hearings by determining case status; determines whether to set a case management conference or appropriate hearing or proceed without a hearing and prepare appropriate court order.
-Performs clerical tasks, such as composing and preparing orders, documents, forms and correspondence; or creating and maintaining record systems for efficient case management.
-Compiles, examines, or evaluates data or information and possibly recommends action based on results.

Competencies:

Data Responsibility:

Compiles, examines, or evaluates data or information and possibly recommends action based on results.

People Responsibility:

Provides assistance to coworkers and the public to achieve task completion.

Assets Responsibility:

Requires minimum responsibility for only small quantities of low cost items or supplies where opportunities for achieving economies or preventing loss are negligible

Mathematical Requirements:

A basic understanding of Mathematics is required

Communications Requirements:

Communication is essential! Requires the ability to succinctly and effectively brief Judges or other personnel, both orally and in writing.

Complexity of Work:

Requires basic to somewhat sophisticated legal analysis. Performs coordinating work involving guidelines and rules with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.

Impact of Decisions:

The impact of errors moderately serious – affects work units and may affect other units and the public.

Equipment Usage:

Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers, peripherals, or software programs, such as word processing.

Special Comments:

- Ability to communicate effectively in writing and orally.
- Ability to manage multiple projects, priorities, and activities.
- Ability to plan, edit, and proofread reports, articles, and other written materials.
- Ability to develop and maintain effective working relationships with members of the judiciary, state court personnel and the public.
- Must be knowledgeable of court operations and administration, and must be proficient in the use of Word, WordPerfect and Excel.

- Experience in the legal system will benefit the successful applicant.
- A criminal background check will be conducted on all finalists
- Position available immediately.
- Position possibly ends June 30, 2014 unless funds are available.

We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability.

If you need an accommodation to participate in the application/selection process, please call the contact person at the number indicated for each respective position. Persons using a TDD may call the contact person through the Florida Relay Service 1-800-955-8771.